



For sending a full cost report electronically (via MCR eF portal) to CMS:

1. Print out and sign the Signature Page (this may be stamped, faxed, scanned, or emailed) or sign it on your computer.
2. Be sure the checkbox on worksheet S indicating that your signature will be electronic is checked. If, instead of a checkbox, your signature page has a dropdown box that says "Y" or "N", and the dropdown box does not say "Y", you must contact your preparer.
3. Scan the signed Signature Page back into your computer, if necessary, and save the file.
4. The Security Officer (same person who can access the PS&R report) or the backup security officer should go to <https://mcref.cms.gov> and login using the same credentials he/ she used to order the PS&R report.
5. Locate the cost report for this facility for this fiscal year end and click "E-File CR"

Provider #	Provider Name	FYE	Cost Report Status	Action
123456	My Healthcare Facility	06/30/2020	Pending Receipt	E-File CR

6. For Medicare Utilization Choose: Leave as Full
7. Browse and select the ECR file to the ECR slot. This file will begin with two letters other than "PI", continue with your facility's 6 digit/ character Medicare number, and have a four-character extension, e.g., SN123456.19A1
8. Browse and select the PI file to the Print Image slot. This file's name will begin with "PI", continue with your facility's 6 digit/ character Medicare number, have a four-character extension, then probably end with .pdf, e.g., PI123456.19A1.pdf
9. Browse and select the signed signature page to the Signed Certification Page slot. (Make sure it is signed with the checkbox checked, per 2 above.)
10. Browse and select the cost report package, bad debt log, or other supporting documentation to the 'Other' slot. If you have more than one file to send as 'Other', e.g., a bad debt log and supporting documentation, zip all of those files into a zip folder first and select the zip file to the 'Other' slot. Do not password protect any files sent. MCR eF is a secure portal.
11. Check the checkbox confirming that you acknowledge that this is an official submission.
12. Click submit, and make sure there are no errors.

CMS Medicare Cost Report e-Filing System (MCR eF)

Accessibility | Help | Logout
User ID: SAMPLE
Thursday, September 20, 2018

e-File Cost Report Materials

Provider 123456 Sample Hospital #1 **Fiscal Year End** 12/31/2017

Medicare Utilization Full **First Cost Report Submission** Yes
(No cost report submission has been previously recorded for this Provider and Fiscal Year End.)

Cost Report Materials

Do **not** encrypt or password-protect uploaded files (including files within ZIP/archive files). This website is a secure portal for transmission of MCR materials (including PII/PHI).

File	File Upload
* ECR	Browse... Clear
* Print Image	Browse... Clear
* Signed Certification Page	Browse... Clear
IRIS	Browse... Clear
Other	Browse... Clear
Cover Letter	Browse... Clear

* I acknowledge that this represents an official submission of my Medicare cost report to my servicing Medicare Administrative Contractor (MAC) and the Centers for Medicare and Medicaid Services (CMS), subject to all rules and regulations pertaining to Medicare cost report submissions (e.g. filing deadlines).

Reset Submit

Note: Once 'Submit' is clicked, this transaction cannot be stopped. Closing the browser window or navigating to another webpage will not cancel this e-filing.

13. Print the submission confirmation and save it for your records. If we prepared your cost report, please send us a copy of this confirmation.